



KING COUNTY SHERIFF'S OFFICE
516 Third Avenue, W-116
Seattle, WA 98104-2312
Tel: 206-296-4155 • Fax: 206-296-0168

NOTICE TO PLAINTIFFS AND THEIR ATTORNEYS

You are asking the County Sheriff to levy on the property of another to at least partially satisfy a judgment. You need the original Writ or Order of Sale from the Clerk's Office, and a copy for each judgment debtor. We also need a detailed letter of instruction stating upon which property you want the Sheriff to levy, where it is located, and any special bonded storage instructions you might have, or a statement that you wish the Sheriff to arrange for such storage.

You need a bond of indemnity to the Sheriff for twice the value of the property upon which you want us to levy, and you must tender the Sheriff's fees in advance. You must also recognize that you (or your client) are responsible for storage charges, although they may ultimately be satisfied at the time of sale. Should the sale be postponed, either by court order, bankruptcy, or some other reason, those charges still accrue, and remain your responsibility. If a sale is delayed, you must notify the Sheriff as soon as the reason for the delay no longer exists, in order to protect yourself from the continued accrual of storage charges.

Even though we will do the best job possible in executing the court process that you submit to us, we need your assistance. We appreciate your cooperation.

John Urquhart
King County Sheriff

I have read and understand the above, and instruct the King County Sheriff to proceed on this basis.

() Plaintiff or () Attorney

If attorney, I certify that I am authorized by my client to incur the above charges on his/her behalf.

Distribution:

Signed original: KCSO

Information copy: Individual signer